

**M e m o r a n d u m**

Date: June 18, 2010

To: Enforcement and Planning Division

Attention: Chief J. B. Rodriguez

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Enforcement and Planning Division was conducted on November 16, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on April 12 - May 3, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 80 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 37 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
<b>ICU Decals</b>	37	46.25%	16.19	17
<b>Telecommunications</b>	27	33.75%	11.81	12
<b>Fleet</b>	3	3.75%	1.31	2
<b>Weapons</b>	13	16.25%	5.69	6
<b>Total</b>	80			37

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 33 of the 37 items were located. Three items were transferred out of the command. One weapon was transferred to another command by the Weapons Control Unit, with no further action needed. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 8 of the 10 items reconciled. Two items were transferred to another command. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your Assistant Commissioner by September 15, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Enforcement and Planning Division

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago".

M. C. A. SANTIAGO, CIG, CLEA  
Deputy Commissioner



Attachments

cc: Office of the Assistant Commissioner, Staff  
Fiscal Management Section  
Office of the Academy  
Office of Inspections, Audits Unit

# ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL  
OFFICE OF INSPECTIONS, AUDIT UNIT  
PROPERTY INSPECTION DISCREPANCY REPORT  
Enforcement and Planning Division (060)  
April 12, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
DVD Player	142294				X		CHP 266, 11-3-09, to 076W
DVD Player	142300				X		CHP 266, 11-3-09, to 076W
Television LCD HD 32"	158380				X		CHP 266, 12-18-09, to 078
Telephone	125769				X		CHP 266, 11-3-09, to 076W
DVD Player	142299				X		CHP 266, 11-3-09, to 076W
					X		Weapons Control Unit transferred item

# ATTACHMENT B

ATTACHMENT B

ASSET #		DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>									
1	128142	LAPTOP EVO N600C	3J1CKBSZF1NE	X					
2	128245	PRINTER	JPGGF38592	X					
3	132980	PRINTER DESKJET 6540DT #062H4024	MY48A3R06K	X					
4	140775	PRINTER	CNWBFO1317	X					
5	142294	DVD PLAYER	170K1718				X		CHP 266, 11-3-09, to 076W
6	142300	DVD PLAYER					X		CHP 266, 11-3-09, to 076W
7	148782	LAPTOP	L3BY511	X					
8	150478	COPIER BLACK & WHITE / COLOR	MMQ00085	X					
9	151179	COMPUTER	MXL7220JX5	X					
10	158380	TELEVISION LCD HD 32"	811101060875				X		CHP 266, 12-18-09, to 078
11	158659	TELEVISION HD LCD 19"	ALOH3CHQ301677	X					
12	160871	COMPUTER	MXL8231B2Q	X					
13	165516	COMPUTER	MXL83907QQ	X					
14	165534	COMPUTER	MXL83907HV	X					
15	165543	COMPUTER	MXL83907J8	X					
16	83642	REFRIGERATOR 18 CU FT	P785921WL	X					
17	87691	DICTAPHONE	D83241	X					

### LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL  
2010 ICU PROPERTY INSPECTION REPORT  
Enforcement and Planning Division (060)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	125769	TELEPHONE				X		CHP 266, 11-3-09, to 076W
2	128243	PRINTER						
3	136811	PRINTER COLOR LASERJET 4650N	X					
4	142299	DVD PLAYER				X		CHP 266, 11-3-09, to 076W
5	148780	LAPTOP	X					
6	149080	PRINTER	X					
7	157858	COMPUTER	X					
8	160532	COMPUTER	X					

**LEGEND**

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION



# ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Enforcement Planning Division (060)**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>											
1	R100144	Cellular Telephone			07605149707	X					
2	R100266	Cellular Telephone			07603265045	X					
3	R100540	Cellular Telephone			07603807031	X					
4	R42677	Mobile Radio	3QPD686	6APZ131	9541770	X					
5	R43883	Mobile Radio	3QDY784		9542751	X					
6	R45991	Mobile Repeater	3QPD686	6APZ131		X					
7	R47134	Mobile Repeater	3QDY784		7775295	X					
8	R69484	Hand-Held Radio	14720	MM 09-107	402AXE8847	X					
9	R70475	Battery Charger - Radio				X					
10	R71446	Battery Charger - Radio				X					
11	R80306	Control Head - Mobile	3QPD695	6ASP076		X					
12	R80351	Control Head - Mobile	3QDY784			X					
<b>EQUIPMENT TO INVENTORY LIST</b>											
1	R94011	Scanner	3QPD686	6APZ131	320Z44002809	X					
2	R98041	Control Head - Mobile	3QPD686	6APZ131		X					

**LEGEND**

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# ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
060	3QDY784	6FEN675	1 COMMANDER VEHICLES	2005	FOR	CRNVIC	001
060	3QPD686	6AP2131	2 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001
0	3QPE056	6BBC825	3 DIVISION CHIEF VEHICLES	2007	DOD	CHARGER	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

# ATTACHMENT E

Department of California Highway Patrol  
Complete Area Inventory  
060 - Enforcement and Planning Division

ATTACHMENT E

March 17, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	TRANSFER 3-1-10 / MOVED IN DATABASE BY WCU
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Issued to officer: [REDACTED]

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

(203) Loaner

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Area Issued Weapons Total: [REDACTED]

Department of California Highway Patrol  
Complete Area Inventory  
060 - Enforcement and Planning Division

March 17, 2010

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Area Grand Total:



# SUPPORTING DOCUMENTATION



260-01

☒ Return   ☐ Repair   ☐ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Planning and Analysis Division	050	Brian Odin	11/03/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Supply Services	076W		
SHIPPED VIA <input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

[illegible]

060-02

☐ Return ☐ Repair ☒ Transfer  
☐ Loan, return by: \_\_\_\_\_

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
Enforcement Services Division	060	Marla Morton	12/18/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
Facilities Section	078		
SHIPPED VIA <input type="checkbox"/> SSU truck <input type="checkbox"/> Other (specify):		DRIVER'S SIGNATURE	

**MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.**

[illegible]

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE \_\_\_\_\_

AUTHORIZED BY

**Destroy Previous Editions**

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